



MEMBERS:
Dennis Bjorkquist, Chairperson
Ken Hilliard, Vice-Chairperson
Colleen Kenny, Secretary

AGENDA

Monday, February 13, 2012
5:00 P.M.

Manistee Township Hall
410 Holden Street, Manistee, MI 49660

- 1) Call to order by the Chairperson.
- 2) Pledge of Allegiance.
- 3) Roll call.
- 4) Approval of Meeting Agenda.
- 5) Election of Officers pursuant to Article IV of the Revenue Sharing Board Bylaws, as amended.
 - A) Chairperson
 - B) Vice-Chairperson
 - C) Secretary and/or non-member Recording Secretary

(A copy of selected Bylaw pages regarding the election of officers and meeting requirements is attached to the agenda under APPENDIX A.)

- 6) Establish meeting dates, times and locations for the 2012 year, pursuant to Article VI, Section 6.7 and 6.8 of the Revenue Sharing Bylaws, as amended.

It has been common practice for the Board to meet on the second Monday of each month at 5:00 P.M. at the Manistee Township Hall. If this practice continues, the remaining monthly meetings would occur on the following dates:

Monday, March 12, 2012
Monday, April 9, 2012 (Cycle I-2012 Verbal Presentation Meeting)
Monday, May 14, 2012
Monday, June 11, 2012 (Cycle I-2012 Grant Award Meeting)
Monday, July 9, 2012
Monday, August 13, 2012
Monday, September 10, 2012
Monday, October 8, 2012 (Cycle II-2012 Verbal Presentation Meeting)
Monday, November 12, 2012
Monday, December 10, 2012 (Cycle II-2012 Grant Award Meeting)
Monday, January 14, 2013 (Biennial Selection Meeting pursuant to Section 6.6 of they Bylaws, as amended)
Monday, February 11, 2013 (Annual Organizational Meeting pursuant to Section 6.7 of the Bylaws, as amended)

(A 2012 calendar is attached to this agenda under APPENDIX B.)

- 7) Schedule 2012-Cycle I verbal presentation meeting date and 2012-Cycle I grant award meeting date. (Note: 2012-Cycle I grant application deadline is Friday, March 2, 2012 at 5:00 P.M.)
- 8) Approval of the regular Meeting Minutes from Monday, December 12, 2011.
- 9) Public Comment.
- 10) Miscellaneous Board Member Comment.
- 11) Adjournment.

[rn h:\revenue sharing\agenda 021312]

- E. If a Member has a conflict of interest or incompatibility of office regarding a proposed distribution of Compact Revenues, the Board shall immediately suspend further consideration of the proposed distribution until the popularly elected governing body of the appropriate local unit of government appoints a new Member.

ARTICLE IV: OFFICERS

- * 4.1 **Identity of Officers.** At the Annual Organizational Meeting held pursuant to Section 6.7 of these Bylaws, the Board shall select from its membership a Chair, a Vice-Chair and a Secretary.
- * 4.2 **Election of Officers.** Officers shall be elected by a majority vote (2) of the total membership of the Board. All officers are eligible for re-election.
- * 4.3 **Term.** The Chair, Vice-Chair and Secretary shall take office at the Annual Organizational Meeting held pursuant to Section 6.7 of these Bylaws, and shall hold office for the remainder of the calendar year. Provided further that the Board may at any time during the term of a duly elected secretary appoint a non-member recording secretary pursuant to Section 4.4 of these Bylaws. A non-member recording secretary appointed in this manner shall perform the duties of the Secretary for the remainder of the unexpired term.
- * 4.4 **Appointment of a Non-Member Recording Secretary.** As an alternative to electing a Secretary from its membership, the Board may appoint a non-member recording secretary who shall, under the control and supervision of the Board, perform the functions of the Secretary as provided in these Bylaws. A non-member recording secretary, if any, shall be an appointed official, an elected official or a full-time employee of either Manistee County or Manistee Township. A non-member recording secretary, if any, shall serve at the pleasure of the Board. The Board may enter into an agreement with the appropriate local unit of government for reimbursement of services provided by a non-member recording secretary.
- 4.5 **Succession of Officers.** In the event the office of the Chair becomes vacant due to death, resignation or otherwise, the Vice-Chair shall succeed to this office until the Board duly elects a successor for the remainder of the unexpired term. In the event that the office of Vice-Chair becomes vacant due to death, resignation or otherwise, the Secretary (Member Secretary only) or a remaining Member shall succeed to this office until the Board duly elects a successor for the remainder of the unexpired term. In the event the office of the Secretary becomes vacant, the Board shall elect (if the successor is to be a Member Secretary) or appoint (if the successor is to be a non-member recording secretary) a successor to the office of Secretary for the unexpired term. No votes or appointments shall take place under this section unless Manistee County, Manistee Township and the popularly elected governing body of the third

* 6.7 Annual Organizational Meeting. The Board shall hold an Annual Organizational Meeting. The first Annual Organizational Meeting shall be the first regularly scheduled meeting of the Board after the first Biennial Selection Meeting held pursuant to Section 6.5 of these Bylaws. The Annual Organizational Meeting shall thereafter be held on the second Monday of February in each succeeding year. Prior to consideration of any other items on the agenda at each Annual Organizational Meeting the Board shall:

* A. Elect officers pursuant to Section 4.2 of these Bylaws.

* B. Establish meeting dates for the remainder of the year in accordance with Section 6.8 of these Bylaws.

* 6.8 Regular and Special Meetings. The Board shall hold a regular meeting, not including a Biennial Selection Meeting held pursuant to Sections 6.5 and 6.6 of the Bylaws or the Annual Organizational Meeting held pursuant to Section 6.7 of these Bylaws, twice every calendar year or as needed at a time and place to be designated by the Board at its Annual Organizational Meeting. Special meetings may be called by the Chair or by two (2) Members upon written request to the Chair.

6.9 Meeting Notices. The Board shall provide public notice for all regular or special meetings in compliance with the Open Meetings Act.

6.10 Agenda. The Secretary shall prepare an agenda for each meeting in a format to be determined by the Board. An agenda may provide for the inclusion of consensus items as the Board deems appropriate.

6.11 Delivery of Agenda. The Secretary shall mail an agenda and accompanying documentation to each Member at least one week prior to the next scheduled meeting date.

6.12 Parliamentary Procedure. Parliamentary procedure for Board meetings shall be informal. However, if it is deemed necessary by the Chair, a meeting may be governed by Roberts Rules of Order for issues not specifically covered by these Bylaws.

6.13 Motions. Motions shall be restated by the Chair before a vote is taken.

6.14 Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a Member of the Board and shall be recorded as "yes", "no", or "abstain". A Member must be present to cast a vote. Voting by proxy is prohibited.

2012

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	②	3	4	5	6	7
8	9	10	11	12	13	14
15	①⑥	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	②⑩	21	22	23	24	25
26	27	28	29			

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	⑥	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	②⑧	29	30	31		

June						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	④	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	③	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	①②	13	14	15	16	17
18	19	20	21	②②	②③	24
25	26	27	28	29	30	

December						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	②④	②⑤	26	27	28	29
30	③①					

*Holidays are circled.